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The Commonwealth of Massachusetts

Department of State Police

Division of Administrative Services

470 Worcester Road

Framingham, MA 01702

Telephone: (508) 820-2342

February 25, 2019

Dear Candidate:

In anticipation of funding, the Massachusetts State Police (MSP) will soon begin the selection process for the 85th Recruit Training Troop (the 85th RTT). Whereas the budget for this class has not yet been approved, the 85th RTT remains subject to appropriation. Consequently, all candidates who elect to participate in this selection process do so with the understanding that the MSP reserves its right to modify or terminate this selection process if circumstances so dictate. Notwithstanding this reservation, the MSP will begin the selection process for the 85th RTT assuming a class start date in the fall of 2019. To this end, our plan is to begin processing candidates from the 2017 Initial Enlistment Eligibility List within the next several months.

Candidates invited to compete for an appointment to the 85th RTT received an examination score on the 2017 MSP Initial Enlistment Eligibility List of 89.15 or greater¹.

This letter contains a great deal of information and must be read carefully and completely. Read the letter several times and keep it in a safe place. Be clear that your examination score does not guarantee you an appointment to the State Police Academy; it simply provides you an opportunity to compete. Your candidacy will be evaluated in terms of your fitness, medical and psychological suitability, personal background, compliance with the MSP's tattoo policy as well as your attention to detail, ability to follow direction, and demeanor. There will be little tolerance for one's inability to comply with directions. Your failure to attend any scheduled activity or meet any deadline will be considered a voluntary withdrawal from the selection process.

It is critical that all candidates remain completely truthful throughout the selection process. Failure to be completely truthful during any of the selection activities will result in your immediate termination from the selection process or from employment, if such untruthfulness is discovered after an offer of employment has been extended. Candidates who are untruthful will also be removed from the MSP's 2017 Initial Enlistment Eligibility List and consequently

¹ The Massachusetts State Police presently estimates that the number of candidates with a score of 89.15 or greater will provide the Department enough candidates from which to make final appointments to the 85th RTT. In the event the MSP determines that additional candidates are necessary they will be contacted under separate cover.

eliminated from all other MSP employment opportunities that may otherwise result from the 2017 Initial Enlistment Eligibility List.

CANDIDATE NUMBER: For this selection process the Department of State Police has assigned you a unique *Candidate Number*. Your candidate number appears on the February 22, 2019 letter from CAO Small and the enclosed “Interest Selection Form” that was mailed to your home address. Your *Candidate Number* is comprised of a prefix that associates with the Recruit Training Troop number (i.e., “85”) and a suffix that loosely corresponds to your placement on the list of candidates being processed.² Your *Candidate Number* distinguishes you from all other candidates. Your *Candidate Number* will be used to identify you throughout the selection process. This number will serve as your personal identifier. **Retain this number!**

FUTURE CORRESPONDENCE AND INFORMATION: Announcements, employment forms, bulletins and the scheduling of selection activities will be administered through the Department’s web page. A link for the 85th RTT can be found on: www.mass.gov/msp . **It is your responsibility to monitor this link for announcements and the scheduling of selection activities.** Your failure to satisfy any of the requirements of the selection process or your failure to attend a selection activity will be considered a voluntary withdrawal from the selection process. If recorded as a voluntary withdrawal, your name will be removed from the MSP’s 2017 Initial Enlistment Eligibility List.

IMMEDIATE ACTION ITEMS:

1. COMPLETE THE “*INTEREST SELECTION FORM*”.

Your personalized “Interest Selection Form” was enclosed in the February 22nd mailing. You are required to complete this form, sign it and **return it to the below address no later than March 22, 2019:**

Attention 85th RTT
Massachusetts State Police
470 Worcester Road
Framingham, MA 01702

***Interest Selection Forms* not received by March 22, 2019 will result in a default entry of “Option 2 - Decline” and the candidate’s removal from the MSP’s 2017 Initial Enlistment Eligibility List.**

Below are the three Interest Selection Options from which you must choose one.

² In the event you are a candidate that received a deferral from a previous RTT, the prefix of your *Candidate Number* will reflect the RTT from which you carried forward.

- ❖ “Option 1 - Accept” - By checking “Option 1” you will be processed as a candidate for appointment to the 85th RTT.
- ❖ “Option 2 - Decline” - By selecting “Option 2” you will not be processed as a candidate for the 85th RTT or for any other class that may be appointed from the MSP's 2017 Initial Enlistment Eligibility List in the future.
- ❖ “Option 3 - Defer” - By selecting “Option 3” you are requesting that the MSP defer your candidacy for appointment to the 85th RTT for one of two specific reasons. The MSP will consider a request for deferral for medical or military reasons ONLY. Requests for deferral will be reviewed and decided on a case by case basis. The MSP's decision to defer or not shall be final. In the event you seek a deferral, you must supplement your “Interest Selection Form” with all relevant and supporting documentation. In the event your request for a deferral is denied, you will be given the opportunity to reselect either “Option 1” or “Option 2”. In the event your request for deferral is granted, you will remain on the MSP's 2017 Initial Enlistment Eligibility List and retain all such privileges and opportunities.

2. MONITOR THE 85TH RTT LINK AT THE MSP WEB PAGE (WWW.MASS.GOV/MSP) FOR THE FOLLOWING SCHEDULED SELECTION ACTIVITIES AND OTHER INFORMATION:

Physical Fitness Assessment: All candidates competing for an appointment to the 85th RTT must pass the Department's physical fitness assessment. The date, time and reporting instructions for your physical fitness assessment will be posted on the Department's 85th RTT web link (85thRTT>>Fitness Assessment). Fitness schedules will be posted to the web site within the next 4 to 8 weeks using your candidate number. In addition to the run schedule, minimum qualifying times and other reporting instructions will be posted to the 85th RTT web link. **If you are not actively training, you must start today!**

The physical fitness assessment will consist of a 1.5 mile run, job-related obstacle courses and push-ups and sit-ups. Push-ups and sit-ups have recently been added to our battery of fitness tests. Push-ups and sit-ups are not used by the MSP as an entrance standard, however they will be used to help assess your present state of readiness for the physical rigors of the State Police Academy.

Failure to attend your physical fitness assessment will be considered a voluntary withdrawal from the selection process.

You must bring the following three documents with you on the day of your 1.5 mile run.
These documents are posted at the **85th RTT web** link:

- ❖ *Medical Certification* – The *Medical Certification* form must be signed by your physician or nurse practitioner and brought with you on the day of your fitness assessment. Securing your medical provider's authorization is your responsibility. This medical examination must be conducted by a physician of your choosing and at your own expense. Your physician must complete and sign the *Medical Certification* form that will be posted on the web site. The medical examination and authorization may be completed by a physician assistant or nurse practitioner. This release must be presented on the day of your fitness assessment. Candidates who fail to present a signed *Medical Certification* form on the day of their fitness assessment will not be allowed to participate. (Posted at: [>>85th RTT>>Fitness Assessment](http://www.mass.gov/msp))
- ❖ *Physical Fitness Screening Release Form* – The *Physical Fitness Screening Release Form* must be signed, witnessed and brought with you on the day of your assessment. It must be signed by you and a witness. (NOTE: The witness does not need to be a Notary Public.) (Posted at: [>>85th RTT>>Fitness Assessment](http://www.mass.gov/msp))
- ❖ *85th RTT Trooper Application* – When you report for your 1.5-mile run, you will submit a fully executed and signed Trooper Application (including all attached releases). The Trooper Application is lengthy and requires significant time to complete. The application is a fillable pdf. Save the pdf to your hard drive and work on it as time permits. Save all changes frequently as you complete the application. As stated earlier, truthfulness and complete candor is paramount when completing the application. Once completed, print the application and sign at all designated locations in pen. (The application will be posted at: [>>85th RTT>>Forms and Application](http://www.mass.gov/msp) on or about March 4, 2019)

Psychological Assessment: The psychological suitability of all candidates will be assessed as a component of the selection process. Dates and times for the psychological assessment have not yet been finalized. The date and time for your psychological assessment, along with reporting instructions, will be posted to the 85th RTT web link ("**85th RTT**">>"**Psychological Assessment**") within 8 to 12 weeks. Scheduled activities will be posted using your *Candidate Number*. Failure to attend your psychological assessment or any other scheduled activity will be considered a voluntary withdrawal from the selection process.

Medical Assessment: The medical suitability of all candidates will be assessed as a component of the selection process. Dates and times for the medical assessment have not yet been finalized. The date and time for your medical assessment, along with reporting instructions, will be posted to the 85th RTT web link ("**85th RTT**">>"**Medical Assessment**"). Scheduled activities will be posted to the web page using your Candidate ID number. Failure to

attend your medical assessment or any other scheduled activity or to meet a deadline will be considered a voluntary withdrawal from the selection process.

3. ADDITIONAL IMPORTANT INFORMATION

Tattoos: The policy will be posted on the “85th RTT” web link (“85th RTT”>>”Tattoo Compliance”) in the near future.

Process Compliance: Failure to satisfy any requirement of the selection process or to attend a scheduled event, or to meet a deadline – at any point in the process – will be considered a voluntary withdrawal from the selection process. If recorded as a voluntary withdrawal, your name will be removed from the MSP’s 2017 Initial Enlistment Eligibility List for appointment to the State Police.

Correspondence: As the selection process proceeds, virtually all correspondence will be transmitted by way of the Department’s “85th RTT” web link. Appointments will be referenced by way of your *Candidate Number*. Names will not be used. In the event you need to communicate with the Department of State Police, you will do so via email. All correspondence will be sent to hr@pol.state.ma.us. You will retain copies of all email correspondence, sent and received. In the event of an emergency or if there is an immediate need to contact someone at the Department of State Police, you may telephone my office at 508-820-2366. Telephone calls are limited to emergency or time-sensitive matters.

Photo ID: Whenever attending a selection activity, candidates must always have a valid photo identification with them (preferably a driver’s license).

In conclusion, please be clear that this invitation to participate in the selection process for the 85th RTT does not guarantee you an appointment to the State Police Academy; it simply provides you an opportunity to compete. Our selection process is highly competitive, our training is extremely rigorous, and our Department is the best in the country. You have been challenged to compete for an appointment. If you are ready to accept the challenge, I wish you the best and look forward to receiving your *Interest Selection Form* no later than March 22nd.

Sincerely,

Michelle Small
Chief Administrative Officer